



# SIGN PERMIT APPLICATION

Application Submittal Date \_\_\_\_\_

☐ Permanent ☐ Temporary

City of Hutto Development Services  
210 US 79 East, Suite 103 Hutto, TX 78634  
512-759-3479 Planning  
512-846-2640 Building & Code Enforcement  
512-759-5962 Fax  
planning@huttotx.gov  
building@huttotx.gov  
www.huttotx.gov

PROJECT ADDRESS \_\_\_\_\_ Zoning \_\_\_\_\_

Legal Description - Lot \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

TENANT/BUSINESS OWNER (property owner or authorized agent) This will be the City's official contact

Business Name \_\_\_\_\_ Name \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_ Fax \_\_\_\_\_

SIGN CONTRACTOR/APPLICANT

License # \_\_\_\_\_

Business Name \_\_\_\_\_ Contractors Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ City, State, Zip \_\_\_\_\_

SIGN TYPE If Temporary- Begin Date \_\_\_\_\_ End Date \_\_\_\_\_

## REQUIRED DRAWINGS

### Check all that apply:

- |                                     |  |
|-------------------------------------|--|
| <input type="checkbox"/> A-Frame    | <input type="checkbox"/> Banner        |
| <input type="checkbox"/> Changeable | <input type="checkbox"/> Double-Faced  |
| <input type="checkbox"/> Electrical | <input type="checkbox"/> Free Standing |
| <input type="checkbox"/> Marquee    | <input type="checkbox"/> Monument      |
| <input type="checkbox"/> Projecting | <input type="checkbox"/> Single-Faced  |
| <input type="checkbox"/> Wall       | <input type="checkbox"/> Other         |

### Type:

- |  |  |
|--|--|
| <input type="checkbox"/> Informational   | <input type="checkbox"/> Institutional |
| <input type="checkbox"/> Multi-Family    | <input type="checkbox"/> Multi-Pane    |
| <input type="checkbox"/> Multi-Tenant    | <input type="checkbox"/> Single Tenant |
| <input type="checkbox"/> Shopping Center |  |

Site Plan-Submit a scaled site plan drawing that includes:

1. Property lines where sign is to be placed
2. Scale and north arrow
3. Location of public streets, alleys and driveways
4. Location of sign(s), existing and proposed
5. Location and dimensions of buildings on property
6. Setbacks of signs on the property lines

Elevation Drawing- For freestanding signs, submit items 1-4 - for all others submit all items

1. Dimension sign frame, sign base, including height, width, depth from grade for freestanding signs
2. Text/figure design and dimensions of the copy/wording/verbiage
3. Colors and materials of the sign (including frame, sign face and base)
4. Indicate type of illumination/lighting to be used (direct/indirect/internal) Illuminated signs require permit and details for electrical work
5. Building elevation, including dimensions of wall and existing signs
6. Location of the sign on the building(s) or relative to the building(s)
7. Details of all connections, supports, and footings.

### PROJECT AND FEES

Width \_\_\_\_\_ Height \_\_\_\_\_ Total Square Feet \_\_\_\_\_

Setback from Property Line \_\_\_\_\_ Linear Frontage of Building \_\_\_\_\_

Message \_\_\_\_\_

☐ Temporary Sign Fee is \$37 for 30 days ☐ A-Frame Sign \$37 per year

☐ Permanent Sign

Total Sq Ft \_\_\_\_\_ X \$5 per Sq Ft = \$ \_\_\_\_\_ + \$7 Tech Fee

Sign Fee \$ \_\_\_\_\_

### PROPERTY OWNER/MANAGER CONSENT:

I have reviewed and approve this sign request.

Property Owner/Manager Signature \_\_\_\_\_

Property Owner/Manager Printed Name \_\_\_\_\_

Date \_\_\_\_\_

### APPLICANT AUTHORIZATION

The information given on this application is accurate to the best of my knowledge. All provisions of laws and ordinances governing this work will be complied with, whether specified on this application or not. Granting a permit does not give authority to violate or cancel provisions of any other state or local law regulating construction or construction performance.

**All signs must conform to the City of Hutto Sign Ordinance. Expired Temporary Banners are subject to pick-up by the City of Hutto.**

Applicant Signature \_\_\_\_\_

Applicant Printed Name \_\_\_\_\_

Date \_\_\_\_\_

APPLICATION RECEIVED:	DEVELOPMENT SERVICES APPROVAL	PERMIT #	CHECK #	AMOUNT PAID \$
	APPROVED _____ DENIED _____	NOTES		
	DATE _____			